

**DATABASE SOLUTIONS**



WASHINGTON STATE  
DEPARTMENT OF  
ECOLOGY

# ***TURBO*** --- ***WASTE***

Washington State  
Department of Ecology

## **User's Guide**

For use with TurboWaste  
Dangerous Waste Annual Reporting Software  
(version 2.3 or greater)

Publication # 02-04-036  
Revised December 2002



Washington State  
Department of Ecology



Dangerous Waste  
Annual Reporting  
Software

**User's Guide**  
(for version 2.3 or greater)

The Department of Ecology continuously strives to improve the TurboWaste software. Go to our web site at [www.wa.gov/ecology/hwtr](http://www.wa.gov/ecology/hwtr) to see what's new with the latest revision of TurboWaste.

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# TABLE OF CONTENTS

---

1. INTRODUCTION.....	1
2. BASIC STEPS (For Successful Electronic Reporting).....	3
3. INSTALLATION.....	5
Hardware and Software Requirements.....	5
Replacing an old version of TurboWaste .....	5
Installing your new version of TurboWaste .....	6
<i>Installation from CD ROM</i> .....	6
<i>Installation from the Internet</i> .....	6
Restoring your GM, OI and WR Data Files .....	7
4. STARTING TURBOWASTE .....	9
To Start TurboWaste .....	9
User Information Screen .....	9
<i>AutoFill Option</i> .....	9
<i>Track Changes Option</i> .....	10
5. GETTING AROUND .....	11
A Quick Tour in TurboWaste .....	11
Anatomy of a Screen .....	12
Check Boxes .....	12
Close Buttons .....	12
Command Menu .....	13
Pull Down Menu Selections .....	13
Record Bar .....	13
Scroll Bar .....	14
Sequence Number .....	14
Status Bar .....	14
Tool Bar.....	14
6. STANDARD FEATURES.....	15
Auto Sum Buttons .....	15
Date Created.....	15
Delete Record Button .....	16
Duplicate Current Waste Stream .....	16
Escape Button.....	16
Find Buttons .....	16
Help .....	17
Logic Checks.....	17
New Record Buttons .....	17
Previous Owner Check Box.....	17
Please Enter Box.....	18
Printing .....	19

RCRA Site ID#'s – Pull Down Menus .....	19
Save Changes .....	20
Sort Buttons .....	20
Special Reports .....	20
View Files .....	21
<b>7. SPECIAL FEATURES .....</b>	<b>23</b>
Empty All Data files .....	23
Empty Manifest Information.....	23
Filters.....	23
<i>Applying Filters.....</i>	<i>24</i>
<i>Removing Filters .....</i>	<i>25</i>
<i>Saving Filters.....</i>	<i>25</i>
Multi-File Reports .....	25
<i>Loading in Data Files.....</i>	<i>26</i>
<i>Creating Multi-File Reports.....</i>	<i>27</i>
Multi-Site and Multi-Year Data .....	27
<i>Moving Data Files.....</i>	<i>27</i>
<i>User Information Screen.....</i>	<i>27</i>
<i>Multi-Year Example.....</i>	<i>28</i>
<i>Multi-Site Example.....</i>	<i>28</i>
<b>8. ENTERING DATA.....</b>	<b>29</b>
Direct Data Entry .....	29
<i>Start with the OI Form .....</i>	<i>29</i>
<i>Filling out GM and WR Forms .....</i>	<i>29</i>
Importing Data Files .....	29
<i>Basic Steps.....</i>	<i>30</i>
<i>Importing Error Messages .....</i>	<i>32</i>
Opening Data Files .....	32
<i>Basic Steps.....</i>	<i>32</i>
<b>9. DATA VALIDATION.....</b>	<b>35</b>
Basic Steps .....	35
Confusing Data Validation Error Messages .....	37
<b>10. SAVING DATA.....</b>	<b>39</b>
Basic Steps .....	39
<b>11. EXPORTING .....</b>	<b>41</b>
Beginning the Export Process .....	41
Export File Option.....	42
<i>Basic Steps.....</i>	<i>42</i>
<i>File Naming Convention .....</i>	<i>43</i>
Export for Ecology Option .....	44
<i>Basic Steps.....</i>	<i>44</i>
<i>Sending your Data to Ecology.....</i>	<i>45</i>
<b>12. INDEX.....</b>	<b>47</b>

# 1. INTRODUCTION

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The *TurboWaste User's Guide* provides information about the basic skills you need to use this software program. In addition to this guide, you should have the following documents available for reference:

- ☑ Electronic Data Submission Instructions (for the current reporting year)
- ☑ Dangerous Waste Annual Report Forms (for the current reporting year)

TurboWaste is fully compatible with Windows 95 and Windows NT. The software has not been tested with Windows 98 or Microsoft Office 2000. All of the basic Window features have been incorporated into the program. The User Guide instructions that follow assume you are already familiar with the basic Window operations. These instructions focus on the unique features of TurboWaste and are limited in regards to basic Window applications.





## **2. BASIC STEPS FOR SUCCESSFUL ELECTRONIC REPORTING**

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1. Gather the annual reporting information required for completing the GM, WR and OI forms.
2. Install the TurboWaste software onto your computer.
3. Enter data or import your annual reporting data into TurboWaste.
4. Pass your data through Data Validation. If errors are found, correct them and re-run Data Validation. Continue this process until your data validation screen is empty, with no errors displayed.
5. Export your validated data files out of TurboWaste using the “Export for Ecology” feature.
6. Submit your data files, on disk or over the Internet, to Ecology (see page 45).
7. Complete, sign, and mail the VF (Verification) Form to accompany your submittal. (Remember to attach your Recycling Credit Sheet if you are claiming credits.)



### 3. INSTALLATION

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#### Hardware and Software Requirements

- IBM Compatible PC
- 486-66 Mhz , 16 MB RAM, 30 MB of free hard disk space
- Recommended: Pentium P-133, 32 MB RAM, 30 MB of free hard disk space
- Windows 95 or Windows NT 4.0
- Microsoft Access 8.0 (optional)

#### Replacing an Older Version of TurboWaste

When replacing an older version of TurboWaste, you must first uninstall this older version from your computer. The next few steps will walk you through this process. Start by moving all of your GM, OI and WR data files to another directory, outside of the TurboWaste directory on your hard drive. These data files can then be restored into your new version of TurboWaste.

##### Saving Data Files:

1. In TurboWaste, go to the **File** pull down menu and select the **Save as** option.
2. **Select the directory** on your hard drive or disk to save your files to. Do not choose the same hard drive directory that contains your older version of TurboWaste.
3. **Enter a file name** or use the default file name assigned by TurboWaste.
4. Click on the **Save** button. TurboWaste will now create “tbw” files in your specified directory.

##### Uninstall Your Old Version:

1. Close any open sessions on your computer.
2. Click the **Start** button on your Windows task bar.
3. Select **Settings**.
4. Select **Control Panel**.
5. Double click on the **Add/Remove Programs** option.
6. Scroll down to the **TurboWaste** listing.
7. Click on the **Add/Remove** button.
8. Click on the **Remove All** button.
9. Answer **Yes** to “Are you Sure?”
10. Restart Windows.

##### Delete the Old Version’s TurboWaste Directory From Your Hard Drive:

1. Open up Windows Explorer.
2. Highlight the directory that you had your older version of TurboWaste in (i.e. C:\TurWaste).
3. Select the **delete** option.
4. Answer **Yes** to “Are you sure?”.
5. Confirm **Yes**.

6. Confirm **Yes**.
7. Close Windows Explorer.

You are now ready to install your NEW version of TurboWaste.

## **Installing Your New Version of TurboWaste**

### **Installation from CD ROM**

1. First close any open programs (but don't close Windows).
2. Insert the TurboWaste CD ROM into the appropriate drive.
3. Click **Start** button on the task bar
4. Select the **Run** option.
5. Then use the **Browse** option to select your CD ROM drive.
6. Choose one of the following installation options:

**Regular Installation** (Already have prior version of TurboWaste or MS Access 97 installed)

- Click on the **Tursetup.exe** file, click **Open**, then **OK**.
- Follow the instructions on the screen and make the appropriate entries as needed.
- Start the program by clicking on the **TurboWaste icon**.

**Runtime Installation** (Do not have prior version of TurboWaste or MS Access 97 installed)

- Click on the **Runtime.exe** file, click **Open**, then **OK**.
- Follow the instructions on the screen and make the appropriate entries as needed.
- Click on the **Tursetup.exe** file, click **Open**, then **OK**.
- Follow the instructions on the screen and make the appropriate entries as needed.
- Following installation, copy the **system.mdw** file from your c:\msaccess directory to your TurboWaste directory.
- Start the program by clicking on the **TurboWaste icon**. If you experience problems opening the program with the icon, go to your TurboWaste directory and click on the **Turwaste.mde** file instead.

### **Installation from the Internet**

#### ***On your computer:***

Create a temporary directory on your hard drive (i.e. C:\tw\_temp).

#### ***From the Internet:***

Choose one of the following TurboWaste Installations:

**Regular Installation:** If you already have TurboWaste installed OR if you have Microsoft Access 97.

1. Click on **tursetup.exe** (a 7.2 mg self-extracting) and download to your temporary directory.
2. Choose the **Save to Disk** option.
3. Enter the location of the temporary directory on you hard drive. File name should be displayed as tursetup.exe. Click **Save**. (This will download TurboWaste into your temporary directory.)

4. Using Explorer, open up your temporary directory, and double click **tursetup.exe** (this will unzip the self-extracting zip file that and begin the TurboWaste installation process).
5. Follow the instructions on the screen and make the appropriate entries as needed.
6. Start the program by clicking on the **TurboWaste icon**.
7. Once you have successfully started the program, you may delete the temporary directory (i.e.C:\tw\_temp) and it's contents.

**Runtime Installation:** If you do not have Microsoft Access 97 OR a prior version of TurboWaste

1. Download each of the following to your temporary directory.  
**runtime.exe** (10.7mg)  
**tursetup.exe** (7.2mg)
2. Choose the **Save to Disk** option.

**Runtime.exe installation:**

3. Go to the temporary directory on your hard drive and double click the **runtime.exe** self extracting zip file (this will start the Microsoft Access 97 Runtime Setup). Click **Open** and then **OK**.
4. Follow the instructions on the screen and make the appropriate entries as needed. Unless otherwise directed, the runtime version will install into your C:\msaccess directory.

**Tursetup.exe installation:**

5. Go to the temporary directory on your hard drive and double click the **tursetup.exe** self-extracting zip file (this will start the Turbo Waste installation process).
6. Click **Open** and then **OK**.
7. Follow the instructions on the screen and make the appropriate entries as needed.

**Copy mdw file & start the program:**

8. Use Windows Explorer to copy your system.mdw file to your newly created TurboWaste directory. (Open up the folder that your run time version installed into (i.e. C:\msaccess), right Click on **system.mdw** and choose **Copy**, right click on your new TurboWaste directory, and then choose **Paste**.)
9. Start the program by clicking on the **TurboWaste icon**. If you experience problems opening the program with the icon, go to your TurboWaste directory and click on the **Turwaste.mde** file instead.
10. Once you have successfully started the program, you may delete the temporary directory (i.e. C:\tw\_temp) and it's contents.

## Restoring Your GM, OI and WR Data Files

1. With your new version of TurboWaste open, go to the **File** pull down menu and select the **Open** option.
2. Answer **Yes** to "Are you sure you want to open a file?".
3. TurboWaste will briefly pause as your data files are brought in. Check your data files by opening up a GM, OI and/or WR form.



## 4. STARTING TURBOWASTE

Before starting the program, you should familiarize yourself with Books 1 and 2 of the Dangerous Waste Annual Report. Most of the detailed information contained within Book 1 and Book 2, describing the paper based filling of the GM, WR and OI forms, is applicable to electronic reporting with TurboWaste.

### To Start TurboWaste

- Start the program by going to your Windows **Start Menu**.
- Select **Programs**, then choose **TurboWaste**, and then choose **TurboWaste** again (Ecology icon).
- You may also start the program by double clicking on your **C:\Turwaste.exe** file.

### User Information Screen

This screen appears when you start the program for the very first time. Enter the information as requested or use the **AutoFill** option (described below). The information entered on your User Information Screen is used in your TurboWaste header files (for electronic submission to Ecology) and it populates the “Please Enter Box” found on the top of each form.

#### AutoFill Option

TurboWaste contains the basic RCRA ID# name/address information you reported to Ecology on your previous years annual report. You can use **AutoFill** to have TurboWaste fill in the User Information boxes for you. Simply enter in the RCRA ID# for your site and the filing year, then click the **AutoFill** button. If needed, you can make changes or additions to the information displayed.

**Helpful Hint:** You can access the **User Information Screen** at any time under the **EDIT** pull down menu.



**Warning:** You need to update the User Information Screen when you enter data for a new reporting site or a new reporting year.

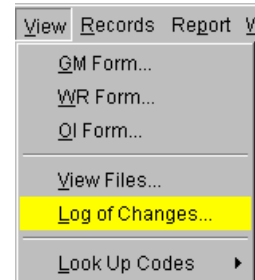
Track Changes

AutoFill

### **Track Changes Option**

Use the Track Changes option when you want to keep records on changes made to your data files in TurboWaste. (This feature helps track changes made by you or your staff.)

To view your record of changes, select **Log of Changes** under the **View** pull down menu. A report will now be displayed that details the changes made.





## 5. GETTING AROUND

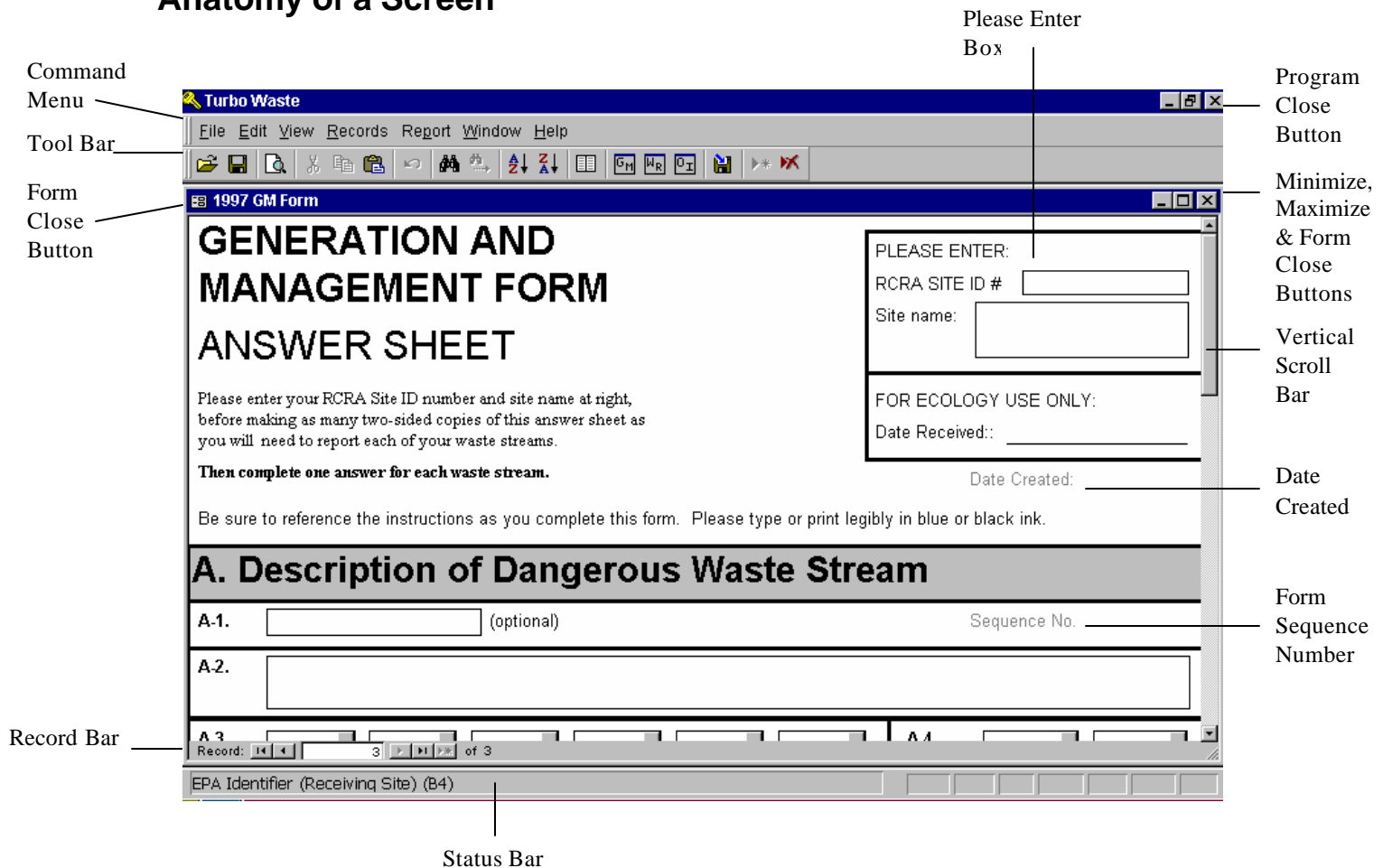
---

### A Quick Tour in TurboWaste

There are a number of ways to get around in TurboWaste:

1. **Arrow Key's:** Use the arrow keys on your keyboard to move the cursor around within each of the different questions.
2. **Control/Shift/Tab:** Press Control (Ctrl), Shift and Tab together to move the cursor back to the previous section (i.e. move from B5 to B4 on the GM form).
3. **Control/Tab:** Press Control (Ctrl) and Tab together to take you to the next section on the form.
4. **Enter:** Use the Enter Key to take you to the next field for data entry.
5. **Escape Key:** Press Escape (Esc) to delete an incomplete entry such as in sections B4 or B5 on the GM form.
6. **F1 - Help:** Each of the form questions has a Help field that displays the reporting instructions as found in Book 1 of the Dangerous Waste Annual Reporting forms and instructions. To display help contents, position your pointer within the question and press F1. You may now scroll through the reporting instructions, and if you desire you may print the entire set of instructions.
7. **F2 – Painting:** To paint (highlight) an entire question, place your cursor on the question and press F2.
8. **F7 - Spell Check:** Press F7 to have TurboWaste check the spelling in your waste description.
9. **Mouse Pointer:** Use your Mouse Pointer to position the cursor anywhere on the screen, to use the pull down menus, and to use any of the other Windows type features.
10. **Scroll Bars:** Use the side Scroll Bars to move around within the form or within certain questions on the form (GM questions B4, B5 and C, and WR question 9 and 10).
11. **Shift Tab:** Press Shift Tab to move the cursor back to the previous field.
12. **Tab:** Press Tab to move the cursor to the next field.

## Anatomy of a Screen



## Check Boxes

Many questions on the GM, OI and WR forms have **Check Boxes**. To answer one of these questions, simply click on the selected box and TurboWaste will fill the box in with a check mark.

<input type="checkbox"/> EHW	<input checked="" type="checkbox"/> DW
------------------------------	----------------------------------------

## Close Buttons

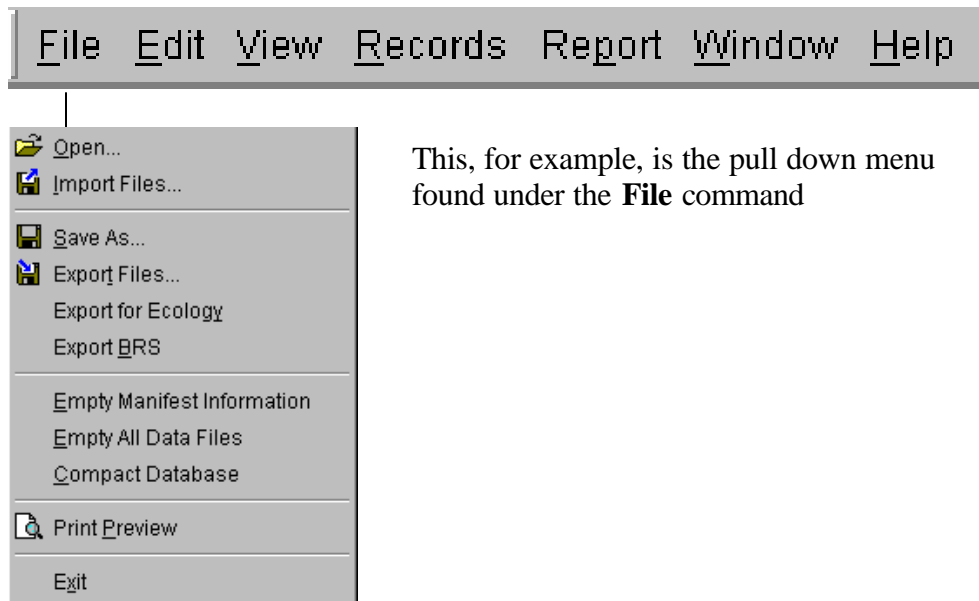
Use one of the **Close** buttons to exit an individual form or the entire program.

- To exit from a form, use the **Close** button found in the upper right and left corners of the form screen.
- To exit from the program, use the **Close** button found in the upper right hand corner of the screen. You can also go to the **Command Menu**, click on **File** and then click on **Exit**.



## Command Menu

The **Command Menu** has two main features, English commands and Pull Down Menus. On the first row are the English commands for operating all of the functions in the software. Pull Down Menus are found under each of the commands.



## Pull Down Menu Selection

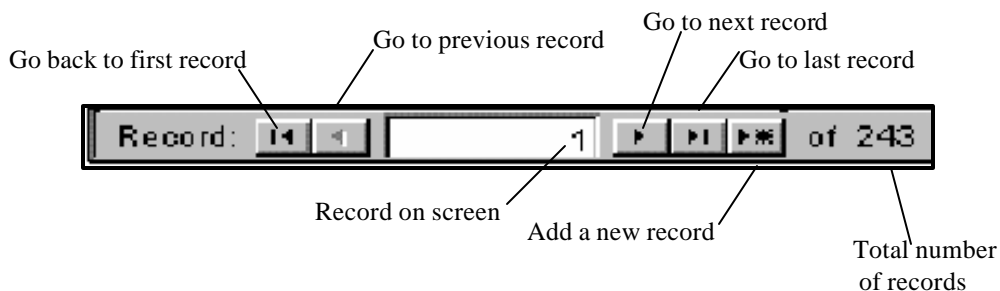
Many of the form questions in TurboWaste have **Pull Down Menus** that contain code descriptions and RCRA Site ID# information for that particular question. You may select your entry from the **Pull Down Menus** instead of typing it in.



## Record Bar

You will find the **Record Bar** at the bottom left hand side of the screen. When viewing a form, the **Record Bar** tells you the number of records you have for that current GM, OI or WR form type and it tells you which individual record you are looking at.

In this example you are looking at record 1 of 243.



## Scroll Bar

Use the **Scroll Bar** to reposition your form on the screen. Do so by clicking on the **Scroll Bar** button (located inside the Scroll Bar) and drag it until you are satisfied with the position of the form. You will find **Scroll Bars** on the GM and WR forms.



## Sequence Number

Towards the upper right corner of each form (GM, WR and OI) you will see a shaded **Sequence Number**. The **Sequence Number** represents the key field of the record you have created and is linked to the individual GM, OI and WR form types. It is displayed on screen but not included on printed copies.

Sequence No.	1
--------------	---

TurboWaste automatically assigns the **Sequence Number** to data that is typed into the program. With imported data files, the **Sequence Number** is the same Form Sequence Number specified in the original data files.

## Status Bar

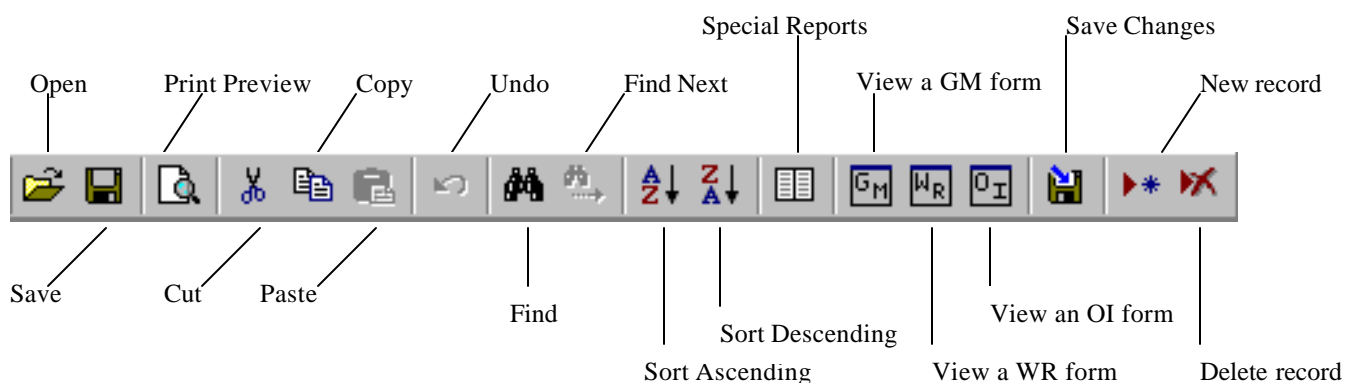
You will find the **Status Bar** at the bottom left corner of the screen, under the Record Bar. The Status Bar is a handy way to tell where your cursor is located.

In this example, your cursor is located in question A2 of the GM form.

Description of Waste (A2)
---------------------------

## Tool Bar

The second row under the Command Menu is the **Tool Bar**. There you'll find common functions that are short cuts to the functions in the first row. If you hold the mouse pointer on one of these icons, a short description of that function will appear.



## 6. STANDARD FEATURES

### AutoSum Buttons

The **AutoSum** buttons are handy tools that automatically calculate and fill in your waste quantities and TSDR ID#'s in the appropriate questions.



- GM Question B1 is a summation for the total waste amounts entered in questions B3 and/or B4.
- GM Question B4 is a summation for the total waste amounts entered in question B5.
- WR Question 8 is a summation for the total waste amounts entered in question 9.



**Warning:** Do not use the **AutoSum** buttons in question B4 on the GM form if you reported a TSDR ID# more than once, each time with different system codes.

B.4. i. Designated Facility (TSDR) ID Numbers		ii. System Code	iii. Quantity	iv.
WAD981769110	M077	150.00	Σ	
WAD981769110	M121	730.00	Σ	
			Σ	

Since the waste shipment information in B5 does not include system codes, the **AutoSum** feature can not tell which shipments in B5 correspond to the different system codes in B4. **You will need to calculate and enter these waste totals by hand in question B4.**

### Date Created

Under the Please Enter Box on each GM, WR and OI form types you will find a **Date Created**. TurboWaste assigns the **Date Created** when data is typed into the program. With imported files, this date is the “date of creation” specified in the original data files.

Date Created: 1997/05/07

The **Date Created** does not automatically change as you update your records. You may manually change this date, if you so desire, by using your cursor. This is a required field. A deleted or blank **Date Created** field will result in a Data Validation error message. The **Date Created** is displayed on screen but not included on printed copies.

### Delete Record Button (found on the Tool Bar and **Records** Pull Down Menu)

Use this feature when you want to delete an entire record or part of a record.

What you delete depends upon the position of the cursor on your GM, OI or WR form as detailed in the table below.



**Use the Delete Record button carefully, your deletion can not be undone!**

Form Type	Cursor Position on the Form	What Get's Deleted
GM	Anywhere in section A, questions B1, B2, and B3	Entire record
GM	Questions B4, B5, and Comments	Individual line of data
OI	Anywhere	Entire record
WR	Questions 1- 8	Entire record
WR	Question 9 and Comments	Individual line of data

### Duplicate Current Waste Stream (found on the **Records** pull down menu)

You can create an identical copy of a GM or WR form by using the **Duplicate Current Waste Stream** feature. This feature will copy everything (except for manifest shipment information) and will assign a sequence and record numbers to your new waste stream.

### Escape Button (found on your keyboard)

The **Escape** button is a handy way to move your cursor out of partially completed sections of a GM, OI or WR form. Certain sections of the forms require complete entries (such as section B5 on the GM form). If you try and leave this section without completing the line of data, you will get an error message telling you to enter a value into the field. This error message will not go away until you enter in the required information. Press **OK** in the error message box then press the **Escape** button. Any partial data you may have entered will now be deleted and you can now reposition your cursor elsewhere on the form.

Esc

### Find Buttons

The **Find** buttons are easy ways to sort your GM, OI and WR entries for a selected item. To use this feature, place your cursor in the question of the form you want to search on. Then, click the **Find** button. A box of selections will now appear. Enter in your selection and choose the appropriate options.



Find in field: 'Description'

Find What: Oil

Search: All

Match: Any Part of Field

☒ Match Case

☐ Search Fields As Formatted

☒ Search Only Current Field

Find First

Find Next

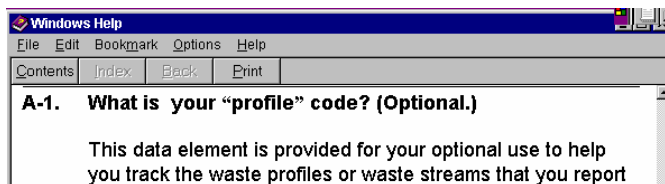
Close

Use the **Find First** option to begin your forward selection, use the **Find Next** option to continue your forward selection.

## Help

Each of the form questions has a **Help Field** that displays the reporting instructions as found in Book 1 Dangerous Waste Annual Reporting Forms and Instructions. To display help contents, position your pointer within the question and **Press F1**. You may now scroll through the reporting instructions and/or print the entire set of instructions.

F1



## Logic Checks

Within TurboWaste, there are a number of **Logic Checks** that are automatically performed by the program. These checks help to ensure that only valid information is data entered into the program.

There is, for example, a waste designation Logic Check. If you enter the waste code of WT01 in question A4 on the GM form, the Logic Check will automatically designate your waste in question A5 as EHW.

## New Record Buttons (found on the Tool and Record Bars)

To add a new GM, OI or WR form, start by opening up a form of your selected type. Then click the **New Record** button. A blank form will now appear that has been assigned the next sequential record number by the program. Then, as you start to enter information onto the new form, the program will assign the form a new sequence number.



## Previous Owner Check Box (found on the OI Form)

There are times when a site (business) changes ownership. When this happens, it's possible for both the old and new owner to use the same RCRA ID# for hazardous waste activity. To accommodate the reporting of a shared RCRA ID#, a **Previous Owner Check Box** has been added to the OI form.



**Previous Owner**

When entering OI information for a shared RCRA ID# you first need to enter the information for the previous owner and check the **Previous Owner Check Box**. TurboWaste will then allow you to enter in the same RCRA ID# for the new owner.

**Important Note:** Do not enter in a duplicate RCRA ID# without first selecting the **Previous Owner Check Box** on the first entry. Without this selection, you will be

displayed a “Duplicate ID#” error message and not allowed to proceed until this entry is removed.

The RCRA ID# pull down menu selection will display a blank ID# for the OI entry with the **Previous Owner Check Box** selected. You can not select the pull down menu entry for this “previous owner” since a RCRA ID# is not displayed. Instead, you must select the entry for the “new owner” even if your GM or WR entry is for the “previous owner”.

**Important Note:** Do not be concerned about selecting the wrong owner entry from the pull down menu. The Designated and Sending Facility RCRA ID# entries on the GM and WR pull down menus are not linked to the name and address fields on the OI form.

	i. Designated Facility (TSDR) ID Numbers	ii. System Code
	<div><div></div><div>WAD089452353</div><div>UTD981552425</div></div>	<div><div></div><div>New Owner</div><div>Previous Owner</div><div>SLT Express, Inc.</div></div>

Select this entry —

A **print out of the OI form** “previous” and “new” owners will have the “previous owner” RCRA ID# displayed on the left side of the form:

RCRA Site ID Number: _____		Previous Owner ID: WAD089452353	
Name:	Previous Owner		
Address:	300 Desmond Drive Lacey, Washington 98503		
Handler Type: (Check all that apply.)		<input type="checkbox"/> Generator	<input type="checkbox"/> Transporter <input checked="" type="checkbox"/> TSDR
<hr/>			
RCRA Site ID Number: WAD089452353			
Name:	New Owner		
Address:	300 Desmond Drive Lacey, Washington 98503		
Handler Type: (Check all that apply.)		<input type="checkbox"/> Generator	<input type="checkbox"/> Transporter <input checked="" type="checkbox"/> TSDR

## Please Enter Box

Each record has a **Please Enter Box**. TurboWaste fills in this box with the information you entered on the **User Information Screen**.

As you begin to enter data into a new record, you may notice a slight delay in the program. This is because TurboWaste is busy filling in the **Please Enter Box**.

You can't type information directly into the **Please Enter Box**. To make changes to the information displayed, go to your **User Information Screen** (see **Edit** pull down menu)

PLEASE ENTER:	
RCRA SITE ID #	<div></div>
Site name:	<div></div>
<hr/>	
FOR ECOLOGY USE ONLY:	
Date Received::	<div></div>




and enter your updates there. You may then select the option of having your updates displayed on the GM, OI and WR forms.

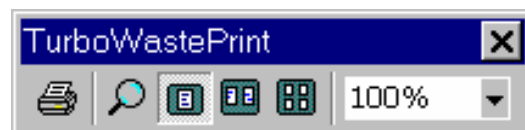
## Printing

TurboWaste gives you the ability to print out GM, WR and OI forms. You can print a single page, a select group of pages, or your entire set of forms.

1. Open a form of the type you want to print (i.e. GM, OI or WR form).

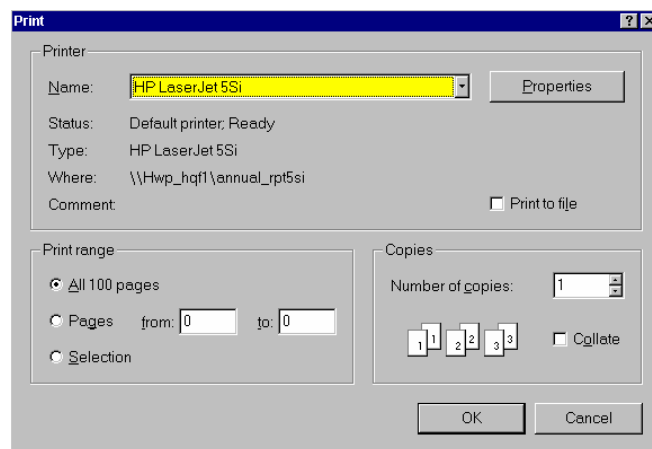
2. Next click on the **Print Preview** button located on your Tool Bar. 

3. You will now be displayed a **TurboWaste Print** bar with different print features.



4. To print, click on the **Printer** button. 

5. The **Print Box** will now appear. This is where you assign your printer, select a page range, select the number of copies to print, collate the print job, and Print to File (to save your record as a printed image in an electronic file).



6. Click the **OK** button after making your selection(s).

**Helpful Hint:** Use a Filter if you want to print a select group of forms.

## RCRA ID#'s – Pull Down Menus

In TurboWaste, each of the GM and WR questions that ask for a RCRA ID# have pull down menus. You may use the pull down menus to select a RCRA ID# from information previously entered on the OI

form. On the GM form, your pull down menu will display the names and ID#'s of the TSDR facilities listed on your OI form. On the WR form, your pull down menu will display the names and ID#'s of the Generators listed on your OI form. If you hand enter an ID# that is not already on the OI form, the program will take you directly to the OI form for data entry of the required information.

	BURLINGTON ENVIRONMENTAL
WAD020257945	BURLINGTON ENVIRONMENTAL
WAD000812909	BURLINGTON ENVIRONMENTAL
ORD089452353	CHEMICAL WASTE MANAGEMENT OF

## Save Changes

In TurboWaste, data changes are automatically saved only after the cursor is moved to another field or record. With the **Save Changes** feature you can now save your changes instantly, without having to move your cursor.



## Sort Buttons

Use the **Sort** buttons to sort on any individual GM, OI and WR data elements in either ascending or descending order. This sorting applies both to form questions that have multiple entries (such as waste shipment information in GM question B5) and complete sets of GM, OI and WR waste streams.



Let's say, for example, that you want to arrange your waste shipments on a GM form in the order of shipment dates. To do so, simply place your cursor in the shipment date field and then click on either the ascending or descending **Sort** buttons. Your waste shipment information is now displayed in the order that you choose.

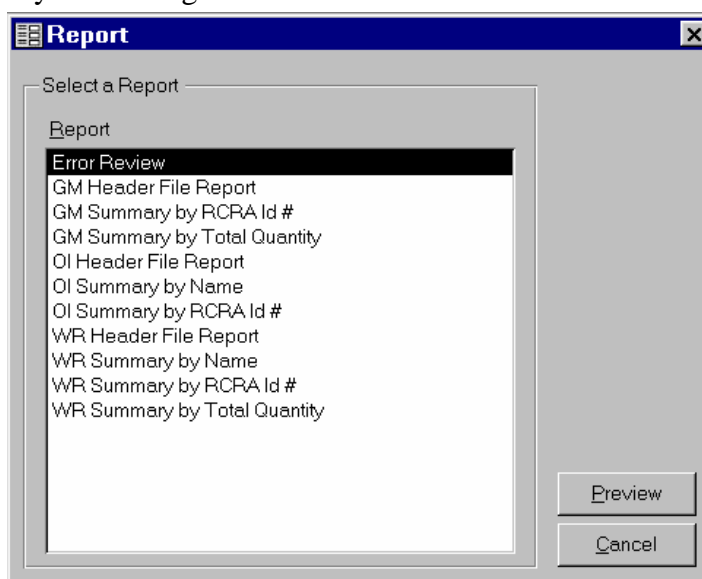
This same feature also works on multiple GM, OI and WR forms. For example, if you want to display your GM forms in alphabetical order of the waste description, first place your cursor in the waste description field of a GM form. Then click the ascending sort button. Your individual GM forms will be re-arranged to display the forms in alphabetical order based on waste description.

## Special Reports (found on the **Reports** pull down menu)

TurboWaste contains ten "special" reports that summarize your hazardous waste data. These reports can help you analyze your waste generation information.

To begin, select the report you would like to see and click **Preview**.

You may review the reports on screen or send them to your printer.

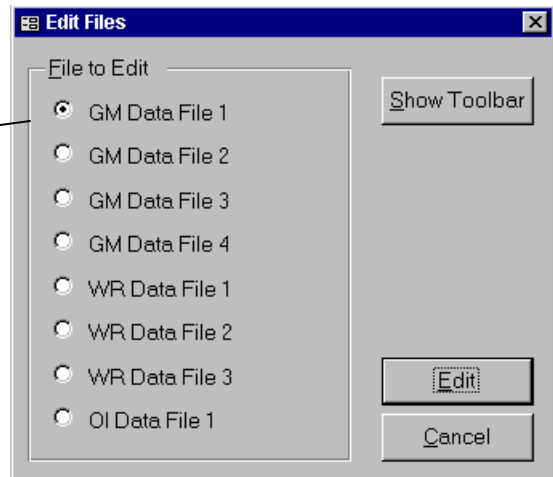


## View Files (found on the **View** pull down menu)

There may be times when you need to make numerous repetitive type edits to your data files in TurboWaste. Instead of making changes on each individual form, you can use the **View File** boxes to have your data displayed in table (spreadsheet) format. From the tables you can then scroll through your data quickly and make your edits.

1. Go to the **View** pull down menu and select the **View Files** option.
2. Select the individual data file you are interested in and click the **Edit** button.

***Helpful Hint:*** Reference “*File Naming Conventions*” in the *Electronic Data Submission Instructions* for information on these data files.



3. You may also click on the **Show Toolbar** button if you would like a toolbar displayed on your screen for updates. From the toolbar you can quickly open up your data file in table format.



4. When you are finished with your edits, click the **Close** button on the upper right corner of the table. You do not need to save your updates, all edits made are automatically saved by the program
5. To exit **View Files** click the **Cancel** button.





## 7. SPECIAL FEATURES

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### **Empty All Data Files** (found on the **File** pull down menu)

The Empty All Data File option will remove all entries from the GM, OI and WR files. Use this feature when you want to enter in new data for another site or for another reporting year. Always be sure to save any current data in TurboWaste to a location on your hard drive before evoking this feature, otherwise the data will be lost.

### **Empty Manifest Information** (found on the **File** pull down menu)

The Empty Manifest Information feature removes waste quantities and manifest shipment information from the GM and WR files. Use this feature when you are updating your annual reporting data for a new calendar year.

GM form: Quantities in questions B1 and B3, and all entries in questions B4 and B5 will be emptied.

WR form: Quantities in question 8 and all entries in question 9 will be emptied.

### **Filters**

Filters are used when searching for select groups of data. Instead of displaying all your data, you can apply a Filter and display only the records that contain the specific data you are interested in. The **Filter** selection function can be used on any question (including the “date created” and “sequence numbers”) on the GM, OI and WR forms.

There are four types of Filters you may select from:

Filter	Description
Filter For:	Filters records based upon criteria specified in this box (see Filter wildcards and comparison operators below).
Filter By Selection	Filters records based upon the criteria that you select (either the entire question or highlighted portion).
Filter Excluding Selection	Filters records for the excluded criteria that you select (either the entire question or highlighted portion).
Advanced Filter	Filters records based upon a filter that you have designated (see Filter wildcards and comparison operators below).

Filter Wildcards (\* and ?):

Example	Description	Result
Water*	Matches any number of characters after the text	Water with heavy metals
*Water	Matches any number of characters before the text	Contaminated waste water
*Water*	Matches any number of characters before and after the text	Contaminated waste water with heavy metals

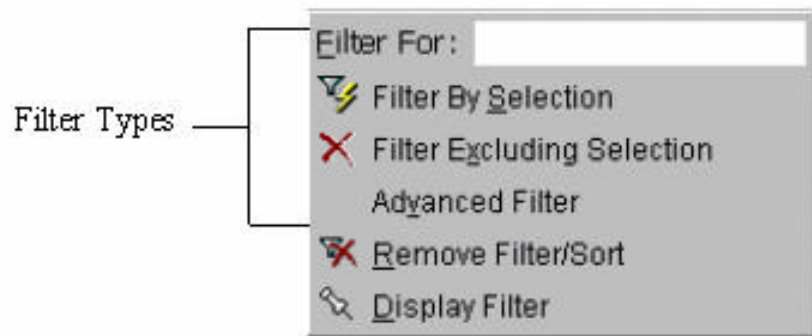
F?nd	Matches a single character at the specified location	Find Fund
F??d	Matches two characters at the specified location	Food Fold

Filter Comparison Operators:

Operator	Meaning	Example
=	Equal to	=50
<	Less than	<10
>	Greater than	>100
<=	Less than or equal to	<=25
>=	Greater than or equal to	>=25
<>	Not equal to	<>0

### **Applying Filters**

1. To apply a filter, position your cursor in the question or area on the form you are interested in. Open the Filter selection box by clicking your **right mouse button** or by opening up the **Record pull down menu**.



2. Select the type of Filter you want to apply
3. Notice that the record bar at the bottom of your screen now displays a subset of “filtered” records.

Record: [Navigation icons] 1 [Navigation icons] of 13 (Filtered)

**Important Note:** *If no records were found that matched your selection criteria, you will be displayed a blank GM, OI or WR form with “1 of 1 (filtered records)” on the record bar.*

4. If desired, you may apply additional filters to this subset to further narrow down your selected group.
5. To review your Filter selection, click on the **Display Filter** button.

## **Removing Filters**

To return to your full data set, click the **Remove Filter/Sort** button.

## **Saving Filters**

Custom filters can now be saved in TurboWaste. This feature allows you to create complex filters and save them with a customized name. You can then use the filter later on, without having to re-create it, or use it on waste data from a different reporting site or different reporting year.

1. After applying the filter to your waste, go to the **Record** pull down menu and select the **Save Filter** option. Enter a name for your custom filter in the **file name** box (\*.flt) then click the **Save** button.
2. To apply a saved filter to your waste, go to the **Record** pull down menu and select the **Open Filter** option. Select your filter and click the **Open** button. The filter will now be applied to whatever form type (i.e. GM, OI, WR) you have displayed on the screen.

## **Multi-File Reports**

TurboWaste contains ten different reports and graphs to help you analyze your waste information. The reports summarize annual reporting data from multiple sites and multiple years. You can, for example, analyze how much waste was managed On-Site and Off-Site at your company's four different reporting sites for the years 1996, 1997 and 1998.

### **Multi-File Reports:**

- Destination of Waste Generated in Washington State and Shipped Off-Site
- Top Waste Generators
- Origin of Waste
- Recurrent Waste Generated by County
- Federal Waste vs State Only Waste
- Waste Imported into Washington State
- Washington Import/Export Net Change
- Source Codes of Waste Generated
- Form Codes of Waste Generated
- Waste Managed On-Site vs Off-Site

***Important Note:*** All of the data files you use in your reports must be in the "tbw" file format. "Tbw" files are created when you save your data in TurboWaste. (Reference the Saving Data section in this User Guide). Save all of your "tbw" files to the same subdirectory on your computer.

## Loading your Data Files into TurboWaste

Go to the **Report** pull down menu and select **Multi-File Options**.

The screenshot shows the 'Multi-File Report Options' dialog box with the 'Options' tab selected. The 'Files' tab is also visible. The 'Import Directory' field contains 'R:\ELEC\_SUB\SAMPLE\Roadshow Data - Good'. The 'Start Year' is set to 1995 and 'End Year' is 1997. There are input fields for Name, Address, City, State, Zip, and SIC Code. A 'Search' button is present. Callout boxes provide instructions: 'Enter in the subdirectory containing your saved "tbw" files.' points to the Import Directory field; 'If you like, you may narrow your search by entering in specific parameter(s) for the data files you want included in your Multi-file Reports.' points to the search fields; 'Press the Search button when finished.' points to the Search button.

Multi-File Report Options

Options Files

Report Options

Import Directory: R:\ELEC\_SUB\SAMPLE\Roadshow Data - Good

Start Year: 1995

End Year: 1997

Name:

Address:

City:

State:

Zip:

SIC Code:

Search

Enter in the subdirectory containing your saved "tbw" files.

Enter partial information to search for files with specific parameters

If you like, you may narrow your search by entering in specific parameter(s) for the data files you want included in your Multi-file Reports.

Press the **Search** button when finished.

OK

The screenshot shows the 'Multi-File Report Options' dialog box with the 'Files' tab selected. The 'Options' tab is also visible. The 'Select the files you want to include in your multi-file report:' section contains a table with columns: Selected, File Name, Site Name, and Year. Three files are listed: 97HoopLooWA60.tbw, 96HoopLooWA60.tbw, and 95HoopLooWA60.tbw, all with 'Hoop Loops' as the Site Name. The 'Selected' column has checkboxes, all of which are checked. A callout box points to the table with the text: 'Select the tbw files you want used in your Multi-File Reports. Either check the individual files or use the Check All button.' Below the table are buttons for 'Import Files', 'Check All', and 'Uncheck All'. A callout box points to the 'Import Files' button with the text: 'Click the Import Files button to load your tbw files.' The 'OK' button is at the bottom right.

Multi-File Report Options

Options Files

Select the files you want to include in your multi-file report:

Selected	File Name	Site Name	Year
<input checked="" type="checkbox"/>	97HoopLooWA60.tbw	Hoop Loops	
<input checked="" type="checkbox"/>	96HoopLooWA60.tbw	Hoop Loops	
<input checked="" type="checkbox"/>	95HoopLooWA60.tbw	Hoop Loops	

Select the tbw files you want used in your Multi-File Reports. Either check the individual files or use the **Check All** button.

Click the **Import Files** button to load your tbw files.

Import Files Check All Uncheck All

OK



## Creating Multi-File Reports

Go to the **Report** pull down menu and select the **Multi-File Report** option. TurboWaste will now prepare and then display the series of reports. Use the page control button at the bottom of the screen to move through the different reports. To print the reports select the printer icon and follow the cues.



## Multi-Site and Multi-Year Data

A single version of TurboWaste can be used to prepare annual reports for different reporting sites as well as for different reporting years. You do not need to re-install a new version of TurboWaste on your computer when you want to enter or review data for a different site or a different year. Instead, subdirectories on your hard drive are used to store the varying data files. These data files are then moved into and out of TurboWaste as needed.

## Moving Data Files

Use the **Open** command to move data files into TurboWaste and use the **Save** command to move your data files out of TurboWaste.

## User Information Screen

Every time you open new data files, you should check (and update if needed) your User Information Screen. The information entered here is used to fill in the **Please Enter Box** on the forms and used to name your individual data files.

When making changes to the User Information Screen, you should first close any open GM, OI or WR forms in the program. Then, when a form is reopened the updated user information will be displayed.

### **Multi-Year Example**

Let's say you currently have 1998 data in TurboWaste and you want to enter in new reporting data for 1999.

1. Copy your 1998 data files to your hard drive:
  - Create a subdirectory on your hard drive to store your 1998 data files.
  - Open up TurboWaste (containing your 1998 data).
  - Choose the **Save** feature to copy your 1998 data files to the appropriate subdirectory.



**Warning:** *Exporting replaces data files with the same name in your subdirectory. Exporting will copy (not remove) your data files from your open version of TurboWaste.*

2. Enter in your 1999 data:
  - Select the **Empty All Data Files** option (under the **File** pull down menu).
  - Update your User Information Screen with the appropriate information (i.e. Filing Year = 1999 etc) then click **OK**.
  - You are now ready to either **hand enter** your 1998 information or use the **Open** feature to bring your 1998 data files into the program.

### **Multi-Site Example**

Let's say you currently have 1999 data in TurboWaste for your Seattle facility and you want to enter in 1999 data for your new Vancouver shop.

1. Copy your Seattle data files to your hard drive:
  - Create a subdirectory on your hard drive to store your Seattle data files.
  - Open up TurboWaste (containing your Seattle data).
  - Choose the **Save** feature to copy your Seattle data files to the appropriate subdirectory.



**Warning:** *Exporting replaces data files with the same name in your subdirectory. Exporting will copy (not remove) your data files from your open version of TurboWaste.*

2. Enter in your Vancouver data:
  - Select the **Empty All Data Files** option (under the **File** pull down menu).
  - Update your User Information Screen with the appropriate information for your Vancouver store (i.e. change the RCRA ID#, name, address etc) then click **OK**.
  - You are now ready to either **hand enter** your Vancouver information or use the **Open** feature to bring your Vancouver data files into the program.

## 8. ENTERING DATA

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There are three methods in which information (data) can be entered into TurboWaste.

<u>Method</u>	<u>Data Source</u>
Data Entry	Paper information
Import	New and previously created TurboWaste data files
Open	Previously created/saved TurboWaste (tbw) data files

**Important Note:** *When entering data you may need to update your User Information Screen for the appropriate filing year and/or reporting site.*

### Direct Data Entry

#### **Start with the OI Form**

The most practical way of entering data into TurboWaste is to start with the OI form. By entering OI data first, you will have the RCRA ID#'s (of your TSDR's and/or Generators) available in the pull down menu in sections on the GM and WR forms. This will speed up your data entry.

**Helpful Hint:** *Initially, TurboWaste opens on an OI form. You can have each of the different GM, OI and WR forms open at the same time by clicking on the GM and WR forms on the tool bar and then choosing Window, Cascade.*

#### **Filling out GM and WR Forms**

Filling out a GM or WR form in TurboWaste is much like filling one out on paper. You start at the beginning of the form and work through to the end. As you enter in your information, you may notice some of the Logic Checks and reminder message boxes that occasionally occur. These Logic Checks and messages are there to help you avoid common reporting errors.

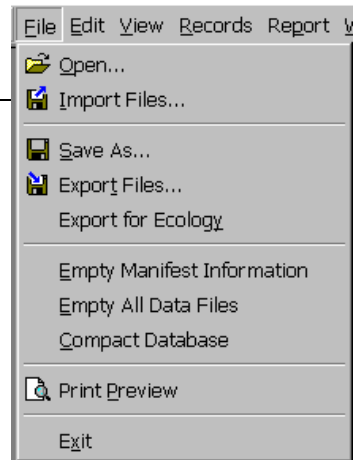
### Importing Data Files

Importing is the process in which data files are copied into TurboWaste. The importing process can be used to bring in data files previously created in TurboWaste as well as new data files from an existing computer system.

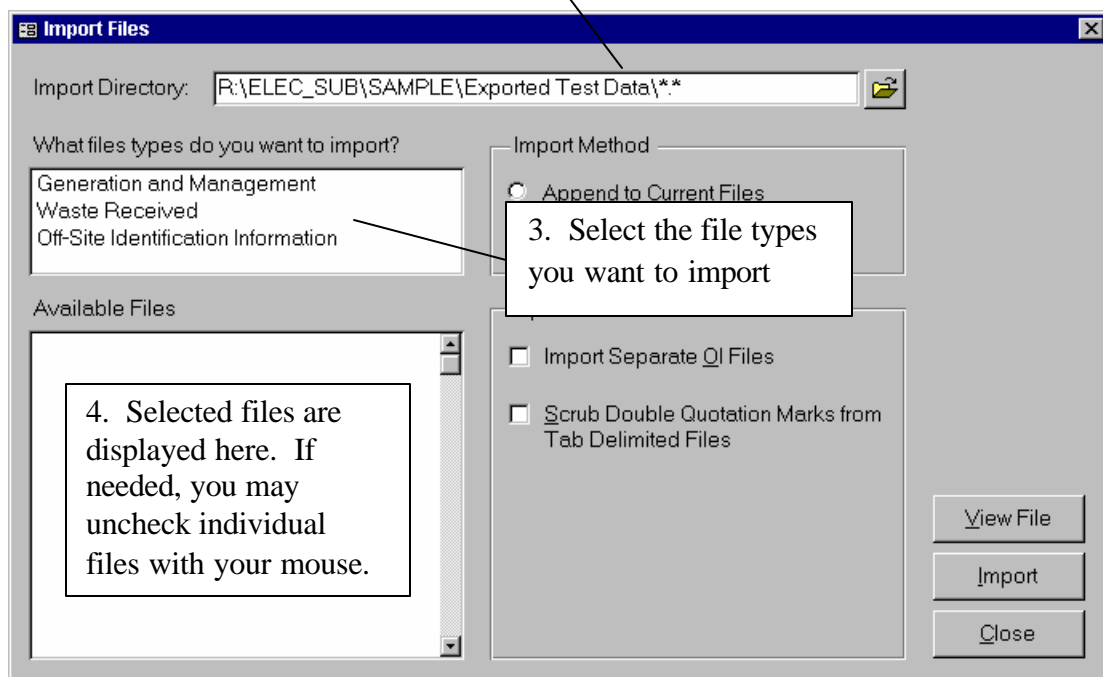
**Important Note:** *Data files intended for import into TurboWaste must meet the data file specifications outlined in the Electronic Data Submission Instruction – Method 1. Reference this publication if you experience importing problems.*

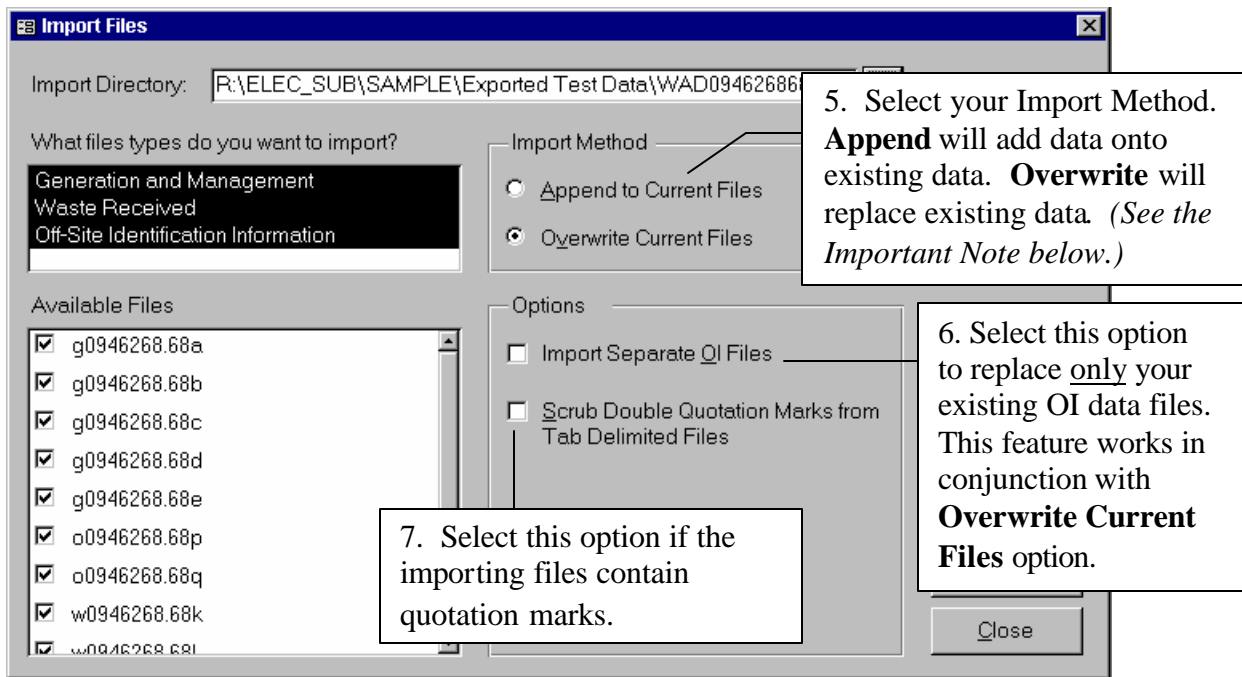
## Basic Steps

1. Go to the **File** pull down menu and select the **Import Files** option.

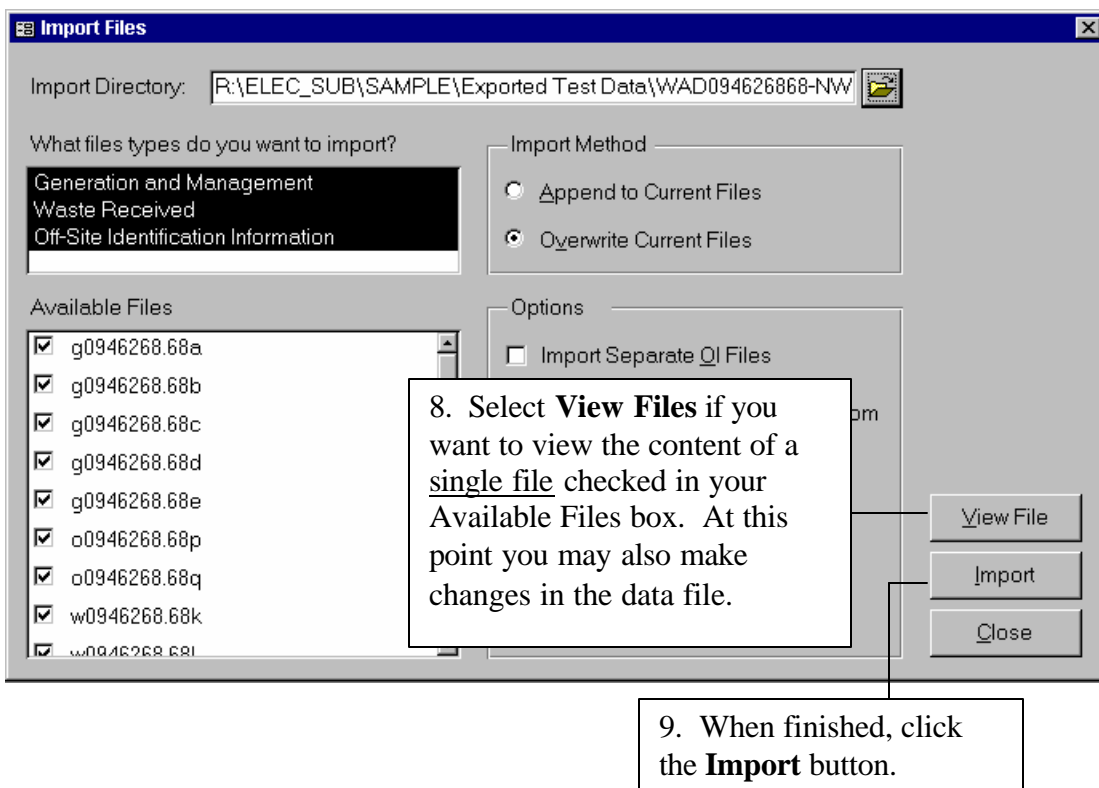


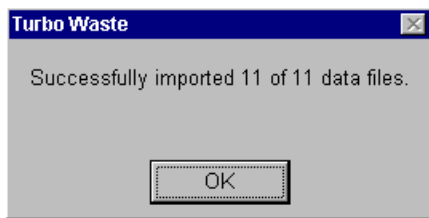
2. Select the Import Directory that contains the data files you want to import.





***Important Note:*** Before appending your current data files, you should ensure the new files you are about to import are for the same reporting site currently in the program. Otherwise, you might get a mix of data for two different reporting sites





10. After successfully importing in your files, TurboWaste will display a message telling you the number of files imported. Click **OK** in this message box and then click on the **Close** button to close the open import screen.

### **Importing Error Messages**

Importing error messages will be displayed if the program finds errors in your data files. If you click **OK** in the error message box, the program will take you to the data file in need of correction. An edit tool bar will appear in the upper right corner of your screen.



You may correct your data file(s) now or go back to your own computer system and make the corrections there. After making your correction in TurboWaste, you must save the updated file by clicking on the **Camera** button found in the upper right corner of your screen. Then close the file and click again on the **Import** button to continue.



### **Opening Data Files**

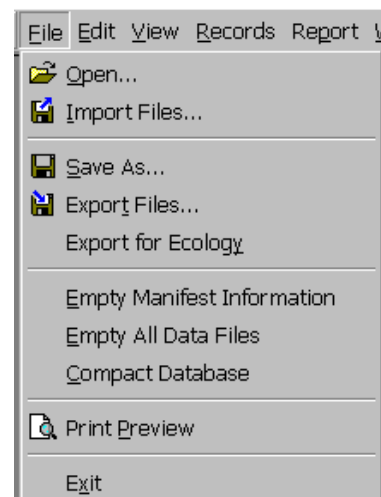
Opening data files is the process where previously made TurboWaste data files are copied (opened) into TurboWaste.



**Warning:** *TurboWaste will delete any data currently in the program when you open a new file. You should Save or Export data in the program to a subdirectory before opening a new file.*

### **Basic Steps**

1. To begin the file open process, go to the **File** pull down menu and select the **Open** option.
2. You will now be asked “Are you sure you want to open a file?”. If you answer “Yes” any data you may currently have in TurboWaste will be replaced with your new file information.
3. Next, it’s a good idea to check (and update if needed) your User Information Screen (under the **Edit** pull down menu).



4. If the program finds something wrong with you opening data files, an error message will be displayed. Reference the above section entitled “Importing Error Message” for instructions on how to proceed.
5. Click on the GM, OI or WR button to open up a form and view your data.





## 9. DATA VALIDATION

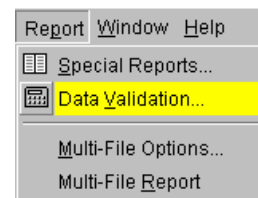
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**Data Validation is a required step.** It is the process by which you pass all your TurboWaste data through a series of audit reports. The audit reports check your data for inconsistencies and invalid entries. It then informs you of the corrections needed. If upon receipt of your data, Ecology finds numerous errors, you will be notified and asked to resubmit corrected data.

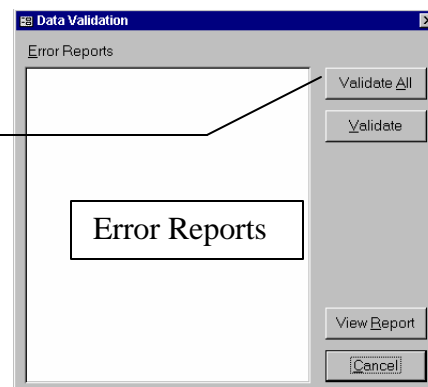
**Before submitting your data files to Ecology, you must pass them through Data Validation and corrected any errors found.**

### Basic Steps

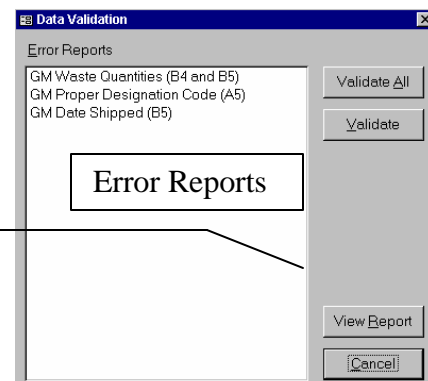
1. To begin Data Validation, go to the **Report** pull down menu and select **Data Validation**.



2. An empty data validation **Error Reports** box will appear.
3. Click on the **Validate All** button. TurboWaste will pass your data through a series of 79 audit reports.



4. If reporting errors are found, they will be displayed in the **Error Reports** box.
5. Click on one of the error reports displayed to highlight it. Then click on the **View Report** button.



6. An **Error Description** box will be displayed that describes the reporting error and it's sequence number.

7. Click on the **Sequence Number** in this box, TurboWaste will take you directly to that GM, OI or WR form to be corrected.

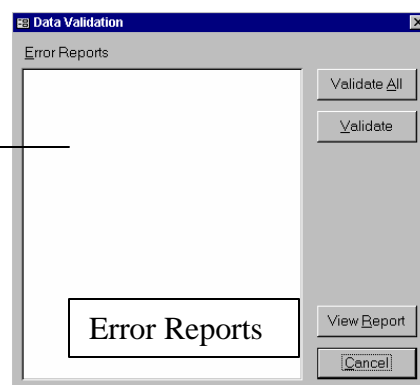
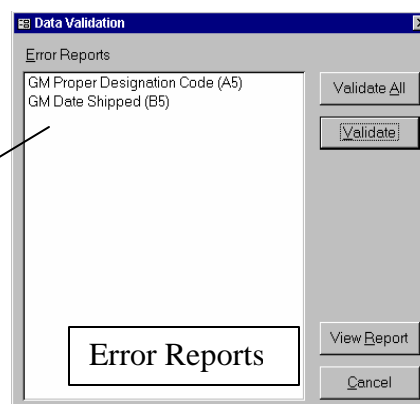
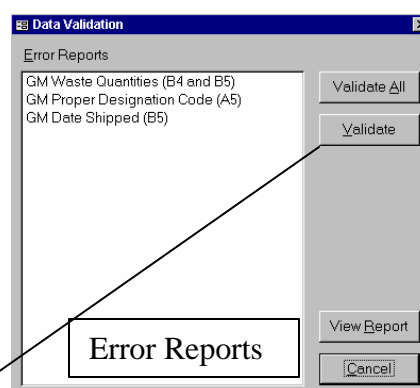
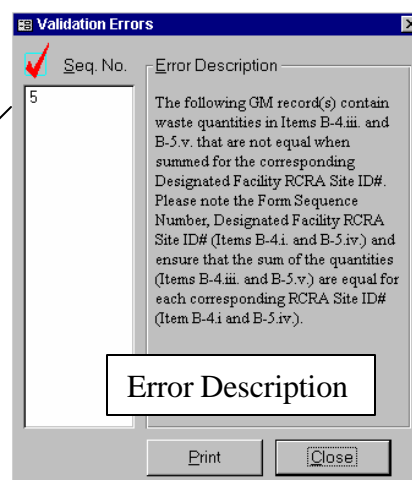
***Helpful Hint:*** The Error Description box stays with you as you move to the form to make the correction. If this box blocks your view, move it out of the way with your mouse.

If desired, you may print a copy of your error report. To help you research invalid ID#'s, the printed copy of the error report titled "OI RCRA Id Number" now includes the invalid ID#.

8. When you have finished making your correction, click **OK** in the Error Description box. This will close this box and take you back to the **Error Reports** box.
9. To ensure your correction was successful, click on the **Validate** button. TurboWaste will pass your data through the single audit report that is currently highlighted in the **Error Reports** box.
10. If your correction was successful, the listed error should no longer be displayed in the **Error Reports** box.

11. Repeat the above steps until your **Error Report** box is empty.

**Your data has successfully passed Data Validation when your Error Reports box is empty.**



## Confusing Data Validation Error Messages

The following are 3 of the 68 Data Validation error messages. These particular error messages may be confusing. Please read the individual discussions.

### **GM Managed Off-Site Error Message**

If you are a MQG (Medium Quantity Generator), you are not required to complete section B5 of the GM form with manifest shipment information. If section B5 is not completed, a Data Validation error titled “**GM Managed Off-Site**” will be displayed. This error message indicates mismatched waste quantities in sections B3, B4 and/or B5. As an MQG, you may disregard this error message after confirming that it resulted only from missing data in section B5.

### **OI RCRA ID# Error Message**

This error message results when a RCRA ID# does not meet the Environmental Protection Agency (EPA) ID# logic check. The EPA has an Internet site where you can look up RCRA ID#'s and verify their accuracy. This web site is located at:  
[www.epa.gov/enviro/html/rcris\\_query.html](http://www.epa.gov/enviro/html/rcris_query.html)

Washington State issues only RCRA (federal) ID#'s. Some other states issue “state only” ID#'s in addition to federal ID#'s. State only ID#'s may not meet the EPA ID# logic check and can result this data validation error message. The list below contains prefixes to state only ID#'s that Ecology is aware of. You may disregard this data validation error message if you receive it for one of the following:

<u>Arizona</u>	<u>California</u>	<u>WA DC</u>	<u>Hawaii</u>	<u>Kansas</u>	<u>Nevada</u>	<u>Oregon</u>	<u>Utah</u>
AZC	CAC	DCP	HIC	KSP	NEP	ORP	UTP
AZE	CAH		HIP		NVP	ORQ	
AZP	CAL						
	CAP						
	CAS						
	CLU						

### **Duplicate ID# Error Message**

If you imported OI data files into TurboWaste that contain duplicate ID#'s (i.e. resulting from a business ownership change), you will need to go to the OI form in TurboWaste and check the **Previous Owner Box** on one of the duplicate entries. Reference the Special Features section of this User Guide for more information.



## 10. SAVING DATA

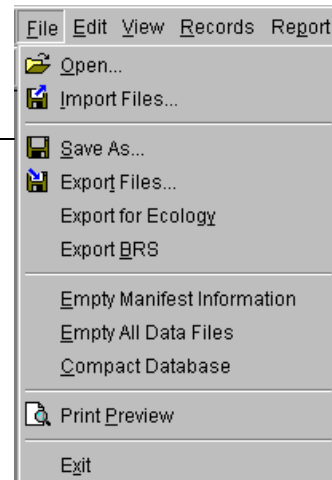
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Saving data is the process in which you copy your data files from TurboWaste to another location, either on your hard drive or onto a disk. Use the **Save** feature when you want to store your data files somewhere other than in TurboWaste.

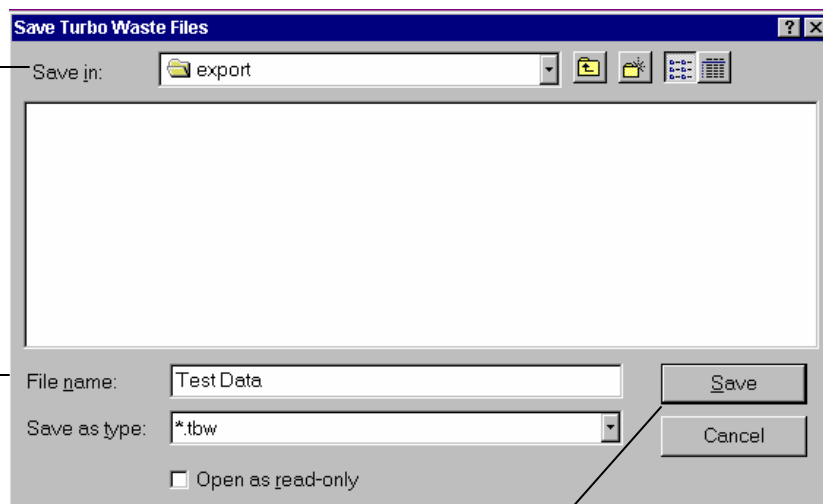
***Important Note:*** Since TurboWaste is a Microsoft Access based program, it is not necessary to save your data (within TurboWaste) every time you use the program. TurboWaste automatically saves your data as you enter and change it.

### Basic Steps

1. Go to the **File** pull down menu and select the **Save as** option.



2. Select the **directory** to save your files to.



3. Use the default **File name** assigned by TurboWaste or enter your own.

4. Click on the **Save** button.

5. TurboWaste will create a “tbw” file (using the file name from step 3) and individual data files (using the programs internal file naming convention).

In this example, the file name of “HoopLoops” was entered in step 3 above. Contained within the “1997HoopLooWA60.tbw” file are the 11 individual data files for this site. Note that the individual file names include the reporting year and part of the site’s RCRA ID#.



## 11. EXPORTING

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Exporting is when you copy your data files from TurboWaste to another location, either on your hard drive or onto a disk, using the TurboWaste file naming convention. You will use the **Export** feature when you are ready to submit your data files to Ecology



**Warning:** Before submitting your data to Ecology, you must first pass it through the series of Data Validation checks. Data with numerous validation errors will be returned to you for correction.



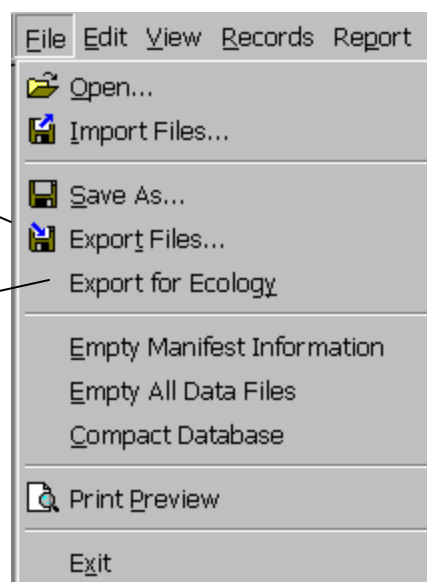
**Warning:** Exporting replaces data files with the same name in your subdirectory. Exporting will copy (not remove) your data files from your open version of TurboWaste.

### Beginning the Export Process

Go to the **File** pull down menu. Here you will find two Export options:

**Export Files** will create individual data files.

**Export for Ecology** creates individual data files and a zipped file for submission to Ecology.



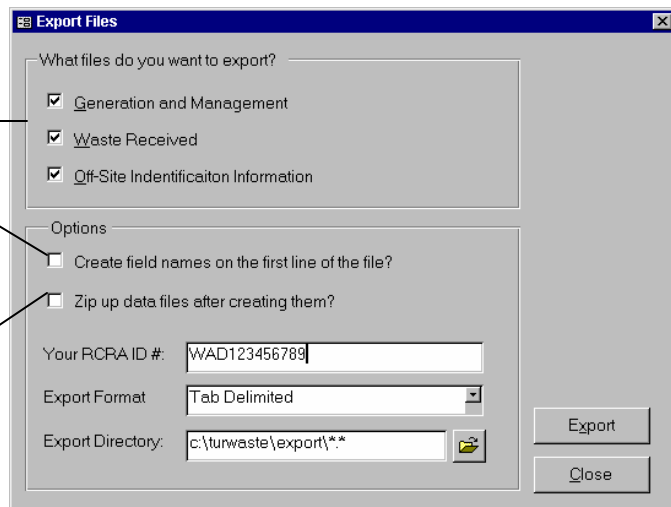
**Helpful Hint:** Reference the “Method 1” chapter of the *Electronic Data Submission Instructions* publication for information on exported data file structures.

## Export File Option

This Export File Option provides you flexibility in preparing your data for export. Here you can select a particular form type (GM, OI or WR) to export, add field names to your data files, create a zipped file, and select your exporting format and the directory to export to.

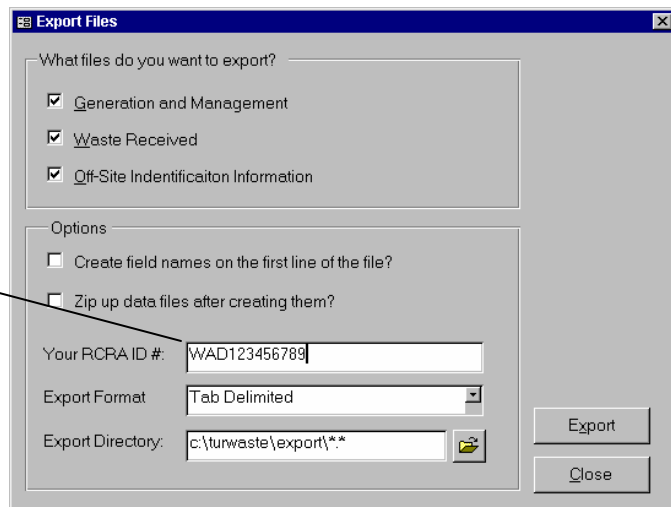
### Basic Steps

1. Check the box(s) to indicate the **form types** you want to export.
2. Check this box if you want **field names** added to your files. This is handy way to identify the different columns of data. (*See the Important Note below*).
3. Check this box, if in addition to creating the data files, you also want a **zipped up data file** saved to the same export directory.



***Important Note:*** Data Files with field names can not be imported back into TurboWaste. You will have to manually remove the field names from the individual data files before importing.

4. Make sure your **RCRA ID#** is **correctly entered** here. The ID# is used to name the exported data files (as detailed in the following table).

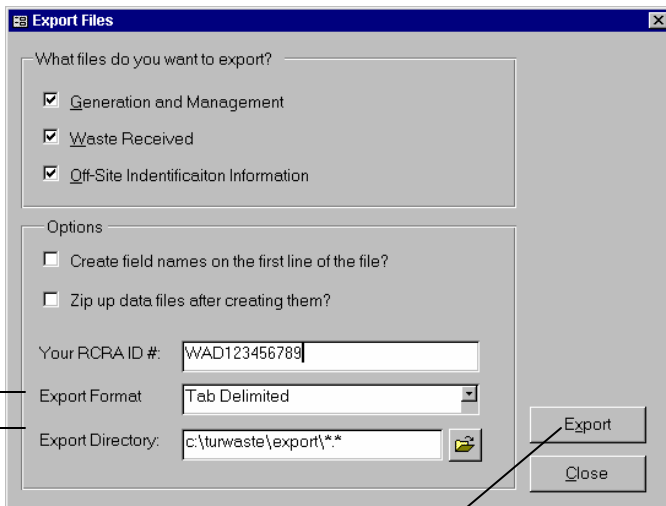




5. Use the pull down menu to **select the format** of your exported files (Tab Delimited or Paradox 4.x)

**Helpful Hint:** *Tab Delimited is the most commonly used Export Format.*

6. **Select your export location** by either entering in your directory path or use the **“file open”** box to make your selection.



7. When ready to export, click your mouse on the **Export** button.
8. After a brief pause, you will be displayed a message like this, telling you your **export was successful**.



### **File Naming Convention**

TurboWaste uses a unique naming convention for the exported data files. The last nine digits of the RCRA ID# are combined with prefix letter of g, o, or w to signify the form type of GM, OI or WR. The suffix letter at the end of the file name distinguishes the varying data file types. For example the RCRA ID# of WAD123456789 will have the following exported data files:

<u>GM Files</u>	<u>OI Files</u>	<u>WR Files</u>
g1234567.89a	o1234567.89p	w1234567.89k
g1234567.89b	o1234567.89q	w1234567.89l
g1234567.89c		w1234567.89m
g1234567.89d		w1234567.89n
g1234567.89e		

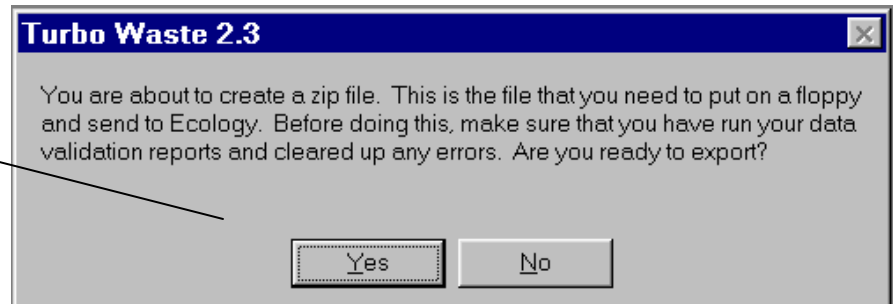
**Helpful Hint:** *Reference the Electronic Data Submission Instructions publication for information about the data files.*

## Export for Ecology Option

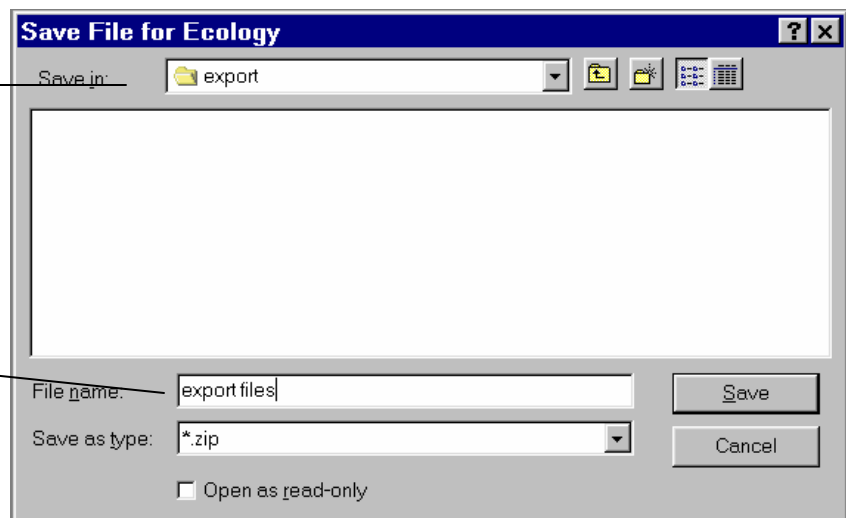
Use this export option when you are ready to submit your data files to Ecology.

### Basic Steps

1. When ready to export, click your mouse on the **Yes** button

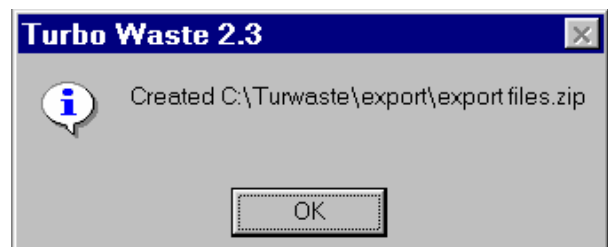


2. Enter the directory you want to export your TurboWaste files to



3. Enter the file name for your zipped set of data files.

4. After a brief pause, you will be displayed a message like this, telling you your **export was successful**.



5. TurboWaste will have create 11 individual flat files and a single zipped file in your export directory.

*Individual data files:*

<i>GM Files</i>	<i>OI Files</i>	<i>WR Files</i>
<i>g1234567.89a</i>	<i>o1234567.89p</i>	<i>w1234567.89k</i>
<i>g1234567.89b</i>	<i>o1234567.89q</i>	<i>w1234567.89l</i>
<i>g1234567.89c</i>		<i>w1234567.89m</i>
<i>g124567.89d</i>		<i>w1234567.89n</i>
<i>g1234567.89e</i>		

*Zipped File:*

*export files.zip*

6. Mail or E-mail your data files to Ecology. Send either the zipped file or the 11 individual flat files.

**E-mail your files to Ecology**

Send an E-mail message to Ecology at [ARFiling@ecy.wa.gov](mailto:ARFiling@ecy.wa.gov). Include the following information in your E-mail:

- ✓ Your name and phone number
- ✓ Your company name and RCRA Site ID#
- ✓ Year of your annual report submittal
- ✓ Types of data file you are sending (i.e. GM, OI, and/or WR)
- ✓ Single zipped file or 11 individual flat files

Your Verification Form (VF) and Recycling Credit Sheet(s) must be sent to Ecology the “old fashion way” by US Postal mail or private carrier. Be sure to check the “Data submitted on Internet” box in Section 7 on the back of the form.

**Mail your disk:**

Copy either your single zipped file or 11 individual flat files onto a diskette and mail it to Ecology along with your Verification Form (VF) and Recycling Credit Sheet(s). Be sure to check the “Disk(s) included” box in Section 7 on the back of the form.

**Mail Addresses**

For US Mail, you must use the following address:

Washington Department of Ecology  
Hazardous Waste Information  
PO Box 47658  
Olympia, WA 98504-7658

You may express mail your package (by private carrier such as Federal Express or UPS) to Ecology. Use the following street address for deliveries of this type:

Washington Department of Ecology  
Hazardous Waste Information  
300 Desmond Drive  
Lacey, WA 98503



## 12. INDEX

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<b>A</b>	<b>H</b>
Arrow Keys, 11	Hardware Requirements, 5
Auto Sum, 15	Help (F1), 11, 17
<b>C</b>	<b>I</b>
CD ROM Installation from, 6	Importing, 29
Check Box, 12	<i>Appending Current Files, 31</i>
Close Button, 12	<i>Import Files, 30</i>
Command Menu, 13	<i>Overwrite Current Files, 31</i>
Control/Tab, 11	<i>Quotation Marks, 31</i>
	<i>Separate OI Files, 31</i>
	<i>Error Messages, 32</i>
<b>D</b>	Internet Installation from, 6
Data Validation, 35	
<i>Error Description Box, 35</i>	
<i>Error Messages, 37</i>	
<i>Error Reports Box, 35, 36, 37</i>	
<i>Validate All, 35</i>	<b>L</b>
<i>Validate, 36</i>	Logic Check, 17
<i>View Report Button, 35</i>	
Date Created, 15	<b>M</b>
Delete Record Button, 15	Mouse Pointer, 11
Duplicate Waste Stream, 16	Multi-File Reports, 25
	<i>Creating Reports, 27</i>
	<i>Loading In Data Files, 26</i>
<b>E</b>	Multi-Site/Multi-Year Data, 27
Edits, 21	<i>Moving Data Files, 27</i>
Enter Key, 11	<i>Multi-Site Example, 28</i>
Entering Data, 29	<i>Multi-Year Example, 28</i>
<i>GM Form, 29</i>	
<i>OI Form, 29</i>	<b>N</b>
<i>WR Form, 29</i>	New Record, 17
Environmental Protection Agency Web Site, 37	
Escape Key, 11, 16	<b>O</b>
Exporting, 41	Opening Data Files, 32
<i>Export Files, 42, 43</i>	
<i>Export for Ecology, 44</i>	<b>P</b>
	Painting (F2), 11
<b>F</b>	Please Enter Box, 18
File Names, 43	Previous Owner Check Box, 17
Filters, 23	Printing, 19
<i>Applying, 24</i>	Pull Down Menu, 13
<i>Removing, 25</i>	
<i>Saving, 25</i>	
Find button, 16	

<b>R</b>	
RCRA ID#'s Pull Down Menus, 19	
Record Bar, 13	
Replacing TurboWaste, 5	
<b>S</b>	
Saving Data, 39	
<i>File Names, 39</i>	
Screen Anatomy, 12	
Scroll Bars, 11, 14	
Sequence Number, 14	
Shift Tab, 11	
Software Requirements, 5	
Sorting, 20	
Special Reports, 20	
Spell Check (F7), 11	
Status Bar, 14	
<b>T</b>	
Tab, 11	
Tool Bar, 14	
<b>U</b>	
User Information Screen, 9	
<i>AutoFill, 9</i>	
<i>Track Changes, 10</i>	
<b>V</b>	
View File, 21	
<i>Security Password, 21</i>	
<i>Toolbar, 21</i>	